

City of Chattanooga
Duties and Responsibilities for Special Events
Where Electrical Power is Utilized

Each event must have a POC, (Point of Contact) coordinator, director etc. That person is to coordinate their event with the Electrical Inspection Office. In addition to the information provided on the application for special event permit, the POC should provide an evening, or cell phone number.

The POC should be the individual who can assure that the corrections or conditions set by the inspector are adhered to. Also, they should be able to answer any functional and/or practical questions associated with the event.

If the event requires the use of electrical power to supply performance stages, concessions, vendors or similar equipment, the POC must contract with an electrical contractor to install such wiring. The electrical contractor shall have the responsibility of contacting the Inspection Office to arrange the appropriate inspection.

The POC shall have the responsibility of calling the Inspection Office not less than (5) working days prior to the event to assure scheduling and to give informational updates where needed.

The POC, if deemed necessary by the inspector will provide this office with a layout of the event to show the proposed origin of the power source and the location/s where the power is to be connected. For **small** events, this may be accomplished with an on site inspection by the electrical inspector, electrical contractor, and the event's POC within (1) to (3) working days prior to the event. In some cases the POC need not be present.

Special Note: If your event requires digging, or erecting tents, and/or other structures that requires driving stakes in the ground longer than one foot, please adhere to the instructions provided by the Department of Parks and Recreation Facilities Maintenance Division. Call (423) 643-6063 or (423) 643-6062. State Law requires notification of such activities not less than 72 hours prior to penetrating the ground.

City of Chattanooga
Electrical Inspection Division
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Phone (423) 757-5105
Fax (423) 757-0653

Revised August 07

**City of Chattanooga Requirements for Utilizing Electrical Power
for Carnivals, Circuses, Fairs, Block Parties, Performance Shows
Trades Shows, Concerts, and Similar Events**

Questions have arisen regarding the requirements for electrical wiring and equipment for the above referenced events for outdoors and in other locations. This document will try to address those requirements. Note: The exception below may be applied to requirements at the inspector's discretion.

- 1) Overhead conductors 150 volts or less to ground shall have a clearance of 10' from sidewalks, platforms or projections where they might be reached from, and areas accessible to pedestrians only. 225.18 N.E.C.
- 2) Overhead conductors 300 volts or less to ground shall have a clearance of 12' over areas not listed above and not subject to truck traffic. 225.18 N.E.C.
- 3) Overhead conductors shall have a clearance of 18' over streets, roads, alleys, and other land traversed by vehicles. 225.18 N.E.C.
- 4) Amusement rides and attractions shall maintain not less than 15' clearance to overhead conductors. 525.5(B) N.E.C.
- 5) Service equipment shall not be installed in a location that is accessible to unqualified persons unless the equipment is lockable. 525.10(A) N.E.C.
- 6) Service equipment shall be mounted on a solid backing and be weatherproof or protected from the weather. 525.10(B) N.E.C. Also, all generators must be approved by inspection office prior to use.**
- 7) All equipment and cords shall be in good working condition. 110.3(A) N.E.C.**
- 8) Where flexible cords or cables are used they shall be listed for extra hard usage. 525.20(A) N.E.C.**
- 9) Where flexible cords or cables are used outdoors they shall be listed for wet locations and shall be sunlight resistant. 525.20(A) N.E.C..**
- 10) Single conductor cable shall be permitted in sizes #2 A.W.G. and larger. 525.20(B) N.E.C.
- 11) Flexible cords and cables accessible to the public shall be arranged to minimize the tripping hazard and shall be covered with nonconductive matting. 525.20(G) N.E.C.**
- 12) Each ride or concession shall be provided with a fused disconnect switch or circuit breaker located within sight and not less than 6' of the operator's station. The disconnect switch shall be readily accessible to the operator, and where accessible to the public shall be lockable. 525.21(a) N.E.C.
- 13) All 15 and 20 amp 125-volt receptacles shall be G.F.C.I. protected except those used for Egress lighting. 525.23(A) N.E.C. All cords & cables connections must be protected from moisture.**
- 14) Receptacles supplying cooking or refrigeration equipment that are incompatible with G.F.C.I. devices shall not be required to have G.F.C.I. protection. 525.23(B) N.E.C. (Electrical Inspectors' decision)
- 15) Other receptacles not mentioned above shall have G.F.C.I. protection. 590.6(B) N.E.C.
All cords & cables shall be off the ground unless approved by inspector.**
- 16) Vegetation shall NOT be used for support of overhead spans of branch circuits or feeders.

Exception: The CEI or his delegates shall have the authority to allow deviations from the above requirements if warranted. (CEI) Chief Electrical Inspector (NEC) National Electrical Code (G.F.C.I) Ground Fault Circuit Interrupter. **Items highlighted in gray are mainly the responsibility of each Vendor or person utilizing power. [Revised July 2007]**



Official Dig/Tent Erection Request Form

City Of Chattanooga Parks, Recreation, Arts and Culture

Before digging in the Parks or erecting a tent with stakes longer than 1 foot, two parties must be notified no less than 72 hours in advance. You are required by law to notify Tennessee One Call at 800-351-1111 of your intent to dig. Chattanooga Parks Facilities Maintenance at (423) 643-6063 or 643-6062 is the second party that must be notified 72 hours before any digging may start.

This form is to notify Chattanooga Parks Facilities Maintenance only. You are required to notify Tennessee One Call in addition to completing this form.

Tennessee One Call is notified to mark public utilities (electric, gas, and telecommunications) that may be located within the potential digging area.

Chattanooga Parks Maintenance is notified to mark any private utilities that may be located within the potential digging area.

There are no exceptions to the 72-hour notification process prior to digging. The 72 hours includes only normal workdays of Mon-Fri. Therefore, to dig on Monday at 8:00 AM you must notify both parties before Wednesday 8:00 AM of the week

Route completed form to **Daniel Hixon (421-5621)** or **David Bennett (421-5623)**, Fax **643-6099**

SITE: _____ **DATE:** _____

ADDRESS: _____

DATE DIGGING WILL OCCUR: _____

GROUP or ORGANIZATION: _____

RESPONSIBLE PARTY: _____

PHONE No' s

HOME: _____ **WORK:** _____

CELL: _____ **PAGER:** _____

AREA TO BE MARKED: _____

TYPE OF DIGGING TO BE DONE: _____

PLEASE NOTE:

We' ll help locate and mark buried utility cables. If you don' t call for assistance and you cut the lines, you may be billed for repairs.

REMEMBER SAFETY – CALL BEFORE YOU DIG – REMEMBER SAFETY

Underground Utility Prevention Act – Chapter 31 Penalty

Violation of this act is a Class A Misdemeanor and subject to a fine not to exceed \$2,500 and/or a term of imprisonment not to exceed 48 hrs.